

NOTICE OF CONTINUOUS TESTING CUT-OFF DATE

Department: Parks and Recreation
Exam Title: State Park Peace Officer Supervisor (Ranger)
Exam Base: Promotional
Exam Type: Continuous
Cut-off Date: March 29, 2019

The bulletin announcing the above examination is amended as follows:

The cut-off date for the above examination is **March 29, 2019**. Applications received or postmarked after this date will be held for the next testing period.

If you have any questions concerning this announcement, please contact:

The Department of Parks and Recreation, Selections Unit
1416 9th Street, Room 1018 (10th floor)
Sacramento, CA 95814
Karen.Oswald@parks.ca.gov
(916) 651-0438



STATE OF CALIFORNIA
Department of Parks and Recreation
EXAMINATION ANNOUNCEMENT
STATE PARK PEACE OFFICER SUPERVISOR
(RANGER)
DEPARTMENTAL PROMOTIONAL
FINAL FILING DATE: CONTINUOUS



THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITIONS EXIST

Statewide

SALARY RANGE

\$5261 - \$7150

WHO SHOULD APPLY

This is a departmental promotional examination for the Department of Parks and Recreation. Applicants must meet one of the following criteria in order to participate in this examination:

1. Must have a permanent civil service appointment with the Department of Parks and Recreation as of the final filing date; or
2. Must meet the provisions of the State Personnel Board Rules 234, 235, or 235.2; or
3. A current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; or
4. A current or former non-elected exempt employee of the Executive Branch for two or more consecutive years, as defined in Government Code Section 18992; or
5. Persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

Persons applying using military experience must submit a copy of their DD 214 with their Standard State Application (STD. 678)

CONTINUOUS FILING

Applications for this examination are accepted on a continuous basis. Testing is considered continuous as new testing dates can be set at any time as department needs warrant.

FILING INSTRUCTIONS

Examination and/or Employment application (STD. 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

Applications must include the following information in the section titled: "Examination(s) or Job Title(s) for which you are applying"

- Exam Title: **State Park Peace Officer Supervisor (Ranger)**
- Exam Code: **9PR03**

Only applications for the *State Park Peace Officer Supervisor (Ranger)* will be accepted. If you are applying for multiple examinations, you must file a separate application for each one. Do not send your application via office or interoffice mail. Applications received by this manner **will not** be accepted and cannot be returned pursuant to California Code of Regulations §174. Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

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Exam Title: State Park Peace Officer Supervisor (Ranger)
Exam Code: 9PR03
Schem Code: BR60

Release date: March 13, 2019
Final Filing Date: Continuous
Class Code: 0980

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE (T&E) EXAMINATION – WEIGHTED 100%

The examination will consist of a Qualifications Assessment, which is the sole component of the State Park Peace Officer Supervisor (Ranger) examination. Applicants who meet the minimum qualifications will be emailed the link to the qualifications assessment. Be sure to include your current/valid email address on your application. Failure to provide your current/valid email address will prevent you from taking the examination.

To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Qualifications Assessment.

WHERE TO APPLY

Applications may be delivered in person or by mail. Please submit to:

By mail:

Department of Parks and Recreation
Attention: Selections Unit/Karen Oswald
P.O. Box 942896
Sacramento, CA 94296-0001

In person:

Department of Parks and Recreation
Attention: Selections Unit/Karen Oswald
1416 9th Street, Room 1018 (10th floor)
Sacramento, CA 95814

ELIGIBLE LIST INFORMATION

A **departmental promotional, merged** eligible list will be established by the Department of Parks and Recreation. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 24 months after it is established. Competitors must then reapply to retake the Training and Experience (T&E) Examination to reestablish list eligibility.

Once you have taken the Training and Experience (T&E) Examination, you may not retake it for nine (9) months.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

All applications/resumes must include “from” and “to” employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

If education is required to meet the minimum qualifications, include on the application (question #13) the name and location of the institution, course of study, units completed (semester/quarter), diploma, degree, or certificate obtained, and date completed. **Note:** Applicants who are hired from the employment list must provide their official transcripts from the applicable institution(s) if education is used to meet the minimum qualifications.

Acceptable course work and degrees must be completed at a regionally accredited institution. Course work completed in other states is acceptable as long as the institution holds regional accreditation through an accrediting body. Course work and degrees completed outside of the United States must be evaluated by an approving foreign transcript evaluation agency before they may be used for credentialing purposes.

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MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as **"Either" I, "Or" II, "Or" III**, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess this license will be admitted to the examination, but they must secure the license prior to appointment.)

and

Education: Successful completion of two years (60 semester units) of study from a State accredited college or university including a minimum of 21 semester units satisfying the General Education Curriculum standards as identified for colleges and universities accredited by the Western Association of Colleges and Universities. Courses which meet this requirement include: natural/social sciences, language, humanities, and mathematics.

and

Graduation from a Peace Officer Standards and Training (POST) basic course academy.

and

Possession of (1) a valid Red Cross Advanced First-Aid Certificate or First Responder Certificate (EMSA approved) and (2) either a valid Red Cross or American Heart Associated Cardiopulmonary Resuscitation (CPR) certificate. (An approved Department of Health Emergency Medical Technician Certificate may be substituted for both of the required certificates.)

and

Possession of a POST regular basic certificate.

and

Either I

Two years of experience in the California state service performing the duties of a State Park Peace Officer (Ranger), Range B, or State Park Peace Officer (Lifeguard), Range B.

Or II

Three years of experience in the management, administration, or visitor service of a park, public recreational, or historical area. (Experience in the California state service applied toward this requirement must include two years in a class equivalent in level of responsibility to a State Park Peace Officer (Ranger), Range B.)

and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)

DEFINITION OF TERMS

"performing the duties of" to meet this requirement, the applicant must have the amount of experience in State service in the class specified (or on a training and development (T&D), limited term, or approved out-of-class assignment to the class).

"in a class equivalent in level of responsibility" the applicant must have State service experience of appropriate type and length in a class at the same (or higher) level of responsibility as the class specified.

"equivalent to graduation from college" satisfaction of the requirements for a bachelor's degree from an accredited college or university.

POSITION DESCRIPTION

This is the first full supervisory level in the series. Under general supervision, incumbents in this class serve as supervising rangers in a district geographical sector in charge of a small-to-medium-size staff. Primary responsibilities include supervision of staff, safety and enforcement, patrol, interpretation, resource protection/management, and visitor facility operation.

CONFIDENTIALITY AND SECURITY

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

(Continued on reverse side)

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EXAMINATION SCOPE

Knowledge of:

1. Basic principles of dealing with the public.
2. Basic mathematics as required in accounting for funds.
3. Basic grammar and spelling as required in preparing reports and records.
4. General resource management and protection.
5. Principal recreational areas of the State of California.
6. Principles and practices involved in operating, interpreting, and protecting State park districts.
7. Purposes, organization, policies, procedures, and rules of the Department of Parks and Recreation.
8. Methods and materials used in preparing and interpreting historical and natural science displays and exhibits.
9. Techniques and procedures used in law enforcement.
10. Methods of conducting search and rescue.
11. Advanced emergency first-aid procedures.
12. First aid and rescue equipment use and maintenance.
13. Principles of forest fire, disease, and insect damage control.
14. Basic principles of supervision, personnel management, and business and public administration.
15. State administrative procedures.
16. The department's Equal Employment Opportunity Program objectives.
17. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to:

1. Supervise or assist with the visitor services operation of State park districts.
2. Organize, coordinate, and plan programs for operations, interpretations, safety and enforcement, and resource management and protection in park districts.
3. Analyze situations and take effective action.
4. Establish and maintain cooperative relations with the public and with representatives in other jurisdictions.
5. Coordinate mutual aid operations with other agencies.
6. Plan and implement in-service training and employee development programs and evaluate the performance of personnel.
7. Communicate effectively.
8. Work with community organizations and public officials.
9. Assist with the development of effective operating programs to protect visitors and the resources of the State park system.
10. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

SPECIAL PERSONAL CHARACTERISTICS

Aptitude and demonstrated interest in park and recreation work, philosophy, and principles; willingness to wear the prescribed uniform and conform to departmental personal appearance standards; willingness to work at various locations throughout the State; willingness to work on Saturdays, Sundays, and holidays and at odd or irregular hours; willingness to perform law enforcement duties; satisfactory record as a law-abiding citizen; aptitude for interpretive and public relations work; emotional maturity; dependability; punctuality; tact and diplomacy; poise and self-confidence; sensitivity to needs and attitudes of others; neatness; and courtesy.

SPECIAL PHYSICAL REQUIREMENTS

Physical strength, endurance, and agility; mentally alert; physical sound; hearing sufficient to perform the essential functions of the job; demonstrate sufficient swimming ability for self-preservation and to direct aquatic and lifesaving operations.

SPECIAL REQUIREMENTS

Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to, positions in this class.

Existing law requires that a thorough background investigation be completed on or prior to appointment date. Persons unsuccessful in the investigation cannot be appointed as a peace officer.

Existing law provides that physical and psychological suitability examinations be completed on or prior to appointment date. Persons who are not successful in these examinations cannot be appointed as a peace officer.

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SPECIAL REQUIREMENTS - CONTINUED

Existing law provides that a reading and writing ability examination consisting of an entry-level test battery or equivalent as determined by POST must be completed on or prior to appointment. Persons who are not successful in this examination cannot be appointed as a peace officer.

Existing law provides that a candidate for a peace officer position be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal record.

CITIZENSHIP REQUIREMENT

Existing law provides that persons in the classes in the State Park Peace Officer (Ranger) series be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship.

ADDITIONAL DESIRABLE QUALIFICATIONS

Bachelor of Arts/Science Degree with specialization in Park Administration, Natural Sciences, Social Sciences, Law Enforcement, Business, or closely related subjects.

Possession of a valid instructor certificate for: Advanced First Aid, First Responder (EMSA), Basic First Aid, and/or Cardiopulmonary Resuscitation (CPR) from American Red Cross or American Heart Association.

Completion and certification as an Emergency Medical Technician Level I or II.

VETERANS' PREFERENCE

Per Section I, section 18973.5 of the Government Code, this exam does not meet the requirements to be considered an entrance exam and therefore Veterans' Preference are **not** granted.

CAREER CREDITS

Career credits are not granted in promotional examinations.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the Selection Unit of the Department of Parks and Recreation, (916) 651-0438, three weeks after the final filing date if he/she has not received a progress notice.

If you meet the requirements, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Parks and Recreation reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changes. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2: State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, OR 3) a person retired from the United States military, honorably discharged from active duty with a service connected disability, or honorably discharged from active duty as defined in GC, Section 18991. These rules may be reviewed at departmental personnel offices or at the Information Counter of the California Department of Human Resources in Sacramento.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Department of Parks and Recreation

Personnel Office/Selection Unit 1416 9th Street, Room 1018, Sacramento, CA 95814 (916) 651-0438

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922